



**Coal India Limited**

**A MAHARATNA COMPANY**

**Registered Office:-** Coal Bhawan, Core-2, 3rd Floor,  
Premises No.04 MAR, Plot No.AF-III,  
Action Area-1A, New Town, Rajarhat, Kolkata 700156.  
**PHONE:** 033 - 23246526, **FAX:**033 - 23246510  
**Email –** [mviswanathan2.cil@coalindia.in](mailto:mviswanathan2.cil@coalindia.in)  
**WEBSITE:** [www.coalindia.in](http://www.coalindia.in)  
**CIN –** L23109WB1973GOI028844

**Sub:-Quotation for Examination of MGT-7 & Certification of Annual Return in MGT-8 for the Financial year 2019-20.**

Quotations are invited from Practising Company Secretaries for Examination of MGT-7 & Certification of Annual Return in MGT-8 for the financial year 2019-20 of Coal India Limited.

Interested Practising Company Secretaries may send their quotation at the below mentioned address either by ordinary post/ speed post/courier in a **sealed envelope** or **send through email** so to reach this office latest by **13<sup>th</sup> Oct'2020** till **5.00 P.M.** enclosing copy of Certificate of Practice, fees for undertaking the job (including GST) and other terms and conditions, if any.

Heading of the envelope should be- "Quotation for Examination of MGT-7 & Certification of Annual Return in MGT-8 for the financial year 2019-20 of Coal India Limited"

"To  
Company Secretary  
Coal India Limited  
Company Secretariat, Core-2, Third floor  
Coal Bhawan, Action Area-1A, Rajarhat New town,  
Kolkata-700156.  
Phone-033-23246526  
Faxno-033-23246510  
[mviswanathan2.cil@coalindia.in](mailto:mviswanathan2.cil@coalindia.in) "

*M Ve*  
*25/9/20*

(M. Viswanathan),  
Company Secretary